

EPA United States Environmental Protection Agency Washington, DC 20460 Work Assignment						Work Assignment Number 2-47							
Contract Number EP-W-10-002						Contract Period 11/19/2009 To 11/18/2014 Base Option Period Number 2				Title of Work Assignment/SF Site Name Sustainable Manufacturing Supp			
Contractor INDUSTRIAL ECONOMICS, INCORPORATED						Specify Section and paragraph of Contract SOW Element 1: Planning and Management Support pg 4-8							
Purpose <div style="display: flex; justify-content: space-between;"> <div> <input checked="" type="checkbox"/> Work Assignment <input type="checkbox"/> Work Assignment Amendment <input type="checkbox"/> Work Plan Approval </div> <div> <input type="checkbox"/> Work Assignment Close-Out <input type="checkbox"/> Incremental Funding </div> </div>						Period of Performance From 11/19/2011 To 11/18/2012							
Comments The purpose of the action is to initiate Work Assignment #2-47. The contractor shall submit a cost estimate and work plan in accordance with the contract.													
<input type="checkbox"/> Superfund						Accounting and Appropriations Data						<input checked="" type="checkbox"/> Non-Superfund	
SFO (Max 2) <input type="checkbox"/>						Note: To report additional accounting and appropriations data use EPA Form 1900-69A.							
Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 6)	Cost Org/Code (Max 7)			
1													
2													
3													
4													
5													
Authorized Work Assignment Ceiling													
Contract Period: 11/19/2009 To 11/18/2014						Cost/Fee: 						LOE: 	
This Action: 													
Total: 													
Work Plan / Cost Estimate Approvals													
Contractor WP Dated 						Cost/Fee: 						LOE: 	
Cumulative Approved: 						Cost/Fee: 						LOE: 	
Work Assignment Manager Name Cheryl R. Brown <div style="text-align: right;">(Signature) _____ (Date) _____</div>						Branch/Mail Code: Phone Number 202-566-0940 FAX Number:							
Project Officer Name Cheryl R. Brown <div style="text-align: right;">(Signature) _____ (Date) _____</div>						Branch/Mail Code: Phone Number: 202-566-0940 FAX Number:							
Other Agency Official Name <div style="text-align: right;">(Signature) _____ (Date) _____</div>						Branch/Mail Code: Phone Number: FAX Number:							
Contracting Official Name Jami Rodgers <div style="text-align: right;">(Signature) <i>Jami Rodgers</i> (Date) <i>6/20/12</i></div>						Branch/Mail Code: Phone Number: 202-564-4781 FAX Number:							

Work Assignment SOW

Title: **Sustainable Manufacturing Support**

Contractor: IEc, Inc.

Contract No.: EP-W-10-002

Work Assignment Number: 2-47

Estimated Period of Performance: Date of issuance to November, 18, 2012

Estimated Level of Effort: 612 hours

Key EPA Personnel:

Work Assignment COR (WA COR):

Christopher Reed

Office of Strategic Environmental Management; 1807T

202-566-0606

202-566-2200

Contract Level COR:

Cheryl R. Brown

Office of Policy (1805T)

202/566-0940

202/566-3001 (fax)

Background and Purpose:

The purpose of this work assignment is to provide further implementation and support of tools developed under work assignment 2-4 under contract EP-W-10-002. The contractor shall not duplicate work performed under these work assignments.

Under the previous work assignments, the contractor developed multiple innovative toolkits to assist industry members in streamlining their operations and improving performance in terms of energy and environmental savings. Under this work assignment, the contractor shall build upon lessons learned and assist with development of new tools in order to maintain our current forerunner status in research and development in this arena.

EPA's Lean & Environment Initiative began in 2003 and is currently the preeminent source of information for companies looking to integrate environmental considerations into their preexisting lean programs. Over the past seven years, we distributed over 5,000 publications across the country and had materials republished or quoted on five continents.

Quality Assurance (QA) Requirements

Check [☐] Yes or [☐] NO, if the following statement is true or false. The Contractor

shall submit a written Quality Assurance Project Plan for any project that is developing environmental measurements or a Quality Assurance Supplement to the Quality Management Plan for any project which generates environmental data using models with their technical proposal.

Work Assignment CORs will provide additional information here, if **Yes** is checked above

No environmental data will be collected for this work assignment. All data will be related to lean manufacturing, how it applies to facilities and what we can do to integrate environmental ideas into what they are already doing. No modeling will be done.

Tasks and Deliverables:

The WA COR will review all deliverables in draft form and provide revisions and/or comments to the contractor. The contractor shall prepare the final deliverables incorporating the WA COR's comments.

Contractor personnel shall at all times identify themselves as Contractor employees and shall not present themselves as EPA employees. Furthermore, they shall not represent the views of the U.S. Government, EPA, or its employees. In addition, the Contractor shall not engage in inherently governmental activities, including but not limited to actual determination of EPA policy and preparation of documents on EPA letterhead.

Task 1 - Prepare Workplan

The contractor shall prepare a workplan within 15 calendar days of receipt of a work assignment signed by the Contracting Officer. The workplan shall outline, describe and include the technical approach, resources, timeline and due dates for deliverables, a detailed cost estimate by task and a staffing plan. The WA COR, Contract Level COR and the CO will review the workplan. However, only the CO can approve/disapprove the workplan. The contractor shall prepare a revised workplan incorporating the Contracting Officer's comments, if required.

1a. Workplan within 15 calendar days of receipt of work assignment.

1b. Revised workplan within 5 calendar days of receipt of comments from the Contracting Officer, if required.

Task 2 - Support Sustainable Manufacturing Research

[Element 1: Planning and Management Support, page 4-8 of SOW]

The contractor shall support sustainable manufacturing research efforts through continued development of tools, outreach and communications. Tasks shall include the following:

- Development of case studies focused on documenting best practices and integration of environmental considerations into various manufacturing models, including lean manufacturing. Case studies shall be developed as a result of site-visits to partner facilities, participation in implementation events, as well as phone interviews and other information-gathering activities. Approximately eight to ten case studies will be developed and technical directives should be expected upon identification by WA COR of participating organizations.
- Support EPA's outreach efforts through networking with sustainability experts and associations, and supporting website development through the composition of web content about new project areas. In the past, all of our web content was solely about lean manufacturing but we are now branching out to other models of sustainability. The new web content will be determined after conversations with practitioners and examination of case study results.
- Support for EPA's partnerships with lean practitioners, lean experts, consultants, publishers, industry associations and technical assistance organizations, and maintenance of this network through occasional conference calls and facilitation of meetings via conference call as determined necessary by the WA COR. This may include up to 12 meetings, at the written technical direction of the WA COR (by electronic mail).

Deliverables and schedule under Task 2

2a. Implementation and support within 14 calendar days of receipt of the WA COR's written request (by electronic mail)

Task 3 - Development of Web-related Outreach Materials

[Element 1: Planning and Management Support, page 4-8 of SOW]

The contractor shall assist in the development of new outreach materials utilizing graphic and web design expertise. Past design templates and graphics will be used in the new outreach materials. This will include but not be limited to designs and language for a new sustainable manufacturing website to be used by an inter-agency committee chaired by EPA. Other outreach materials may include various publications and online training courses related to the topic of sustainable manufacturing.

Deliverables and schedule under Task 3

3a. General support in developing web content with minimum 7 day advance notice from WAM

Task 4 - Development of Outreach Materials related to Lean uses in POTWs

[Element 1: Planning and Management Support, page 4-8 of SOW]

The Contractor shall develop outreach materials related to utilities management work under the previous work assignment 2-4. The concept of Effective Utility Management (EUM) was first introduced through an agreement signed by EPA and six major water

sector associations in 2007. While EUM provides higher-level strategic guidance for water sector utilities (what to aspire to), Lean can provide a management process and practical implementation methods (how the utility can do it) for utilities to achieve the outcomes reflected in the attributes. This Work Assignment task explains the relationship between Lean and EUM and describes how Lean can support the attributes of effectively managed water sector utilities. These outreach materials may include power-point presentations and webinars.

Deliverables and schedule under Task 4

- 4a. Development and delivery of webinar related to effective utilities management (EUM) within 14 days of receipt of the WAM's written request**
- 4b. Develop follow-up materials from the webinar in 4a within 14 calendar days of receipt of the WAM's written request (by electronic mail)**

Summary of Deliverables and Dates:

- 1a. Workplan within 15 calendar days of receipt of work assignment.**
- 1b. Revised workplan within 5 calendar days of receipt of comments from the, if required.**
- 2a. Implementation and support within 14 calendar days of receipt of the WAM's written request (by electronic mail)**
- 3a. General support in developing web content with minimum 7 day advance notice from WAM**
- 4a. Development and delivery of webinar related to effective utilities management (EUM) within 14 days of receipt of the WAM's written request**
- 4b. Develop follow-up materials from the webinar in 4a within 14 calendar days of receipt of the WAM's written request (by electronic mail)**

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2-47

☐

Other

☐

Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 11/18/2014

Base

Option Period Number

2

Title of Work Assignment/SF Site Name

Sustainable Manufacturing Supp

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Element 1: Planning and Management Support pg 4-8

Purpose:

☐

Work Assignment

☐

Work Assignment Close Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 11/19/2011 To 11/18/2012

Comments:

The purpose of this action is to approve the contractor's work plan and cost estimate dated July 13, 2012 for 558 hours level of effort and (b)(4) cost and (b)(4) fee.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SFO
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 6)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period:

Cost/Fee:

11/19/2009 To 11/18/2014

LOE:

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor WP Dated: 07/13/2012

Cost/Fee: \$59,995.35

LOE: 558

Cumulative Approved:

Cost/Fee: \$59,995.35

LOE: 558

Work Assignment Manager Name Cheryl R. Brown

Branch/Mail Code:

Phone Number 202-566-0940

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name

James Rodgers

Stefan Martin

Branch/Mail Code:

Phone Number: 202-564-4701 1987

FAX Number:

(Signature)

(Date)

8/27/12

EPAUnited States Environmental Protection Agency
Washington, DC 20460**Work Assignment**

Work Assignment Number

2 47

☐ Other ☐ Amendment Number:

Contract Number

EP-W-10-002

Contract Period 11/19/2009 To 09/19/2014

Base

Option Period Number 2

Title of Work Assignment/SF Site Name

Sustainable Manufacturing Supp

Contractor

INDUSTRIAL ECONOMICS, INCORPORATED

Specify Section and paragraph of Contract SOW

Element 1: Planning and Management Support pg 4-8

Purpose:

☐

Work Assignment

☐

Work Assignment Close-Out

☐

Work Assignment Amendment

☐

Incremental Funding

☒

Work Plan Approval

Period of Performance

From 11/19/2011 To 11/18/2012

Comments:

The purpose of this action under Work Assignment (WA) 2-47 is to approve the contractor's revised work plan budget estimate dated October 24, 2012 for Option Year 2 with an estimated cost of (b)(4), fixed fee of (b)(4) for a ceiling of \$24,324.16 and 181.1 level of effort hours for this WA.

☐

Superfund

Accounting and Appropriations Data

☒

Non-Superfund

SF-O
(Max 2)☐

Note: To report additional accounting and appropriations data use EPA Form 1900-69A.

Line	DCN (Max 6)	Budget/FY (Max 4)	Appropriation Code (Max 6)	Budget Org/Code (Max 7)	Program Element (Max 9)	Object Class (Max 4)	Amount (Dollars)	(Cents)	Site/Project (Max 8)	Cost Org/Code (Max 7)
1										
2										
3										
4										
5										

Authorized Work Assignment Ceiling

Contract Period

Cost/Fee:

LOE:

11/19/2009 To 09/19/2014

This Action:

Total:

Work Plan / Cost Estimate Approvals

Contractor W/P Dated 10/24/2012

Cost/Fee: \$24,324.16

LOE: 181

Cumulative Approved:

Cost/Fee: \$24,324.16

LOE: 181

Work Assignment Manager Name Cheryl R. Brown

Branch/Mail Code:

Phone Number 202-566-0940

FAX Number:

(Signature)

(Date)

Project Officer Name Cheryl R. Brown

Branch/Mail Code:

Phone Number: 202-566-0940

FAX Number:

(Signature)

(Date)

Other Agency Official Name

Branch/Mail Code:

Phone Number:

FAX Number:

(Signature)

(Date)

Contracting Official Name

Stefan Martijan

Branch/Mail Code:

Phone Number: 202-564-4787 1987

FAX Number:

(Signature)

(Date) 11/27/12